

**CICA Board of Directors Meeting  
November 21, 2023  
6:30 pm via Zoom and Remote Access**

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**Board Members Present** – Janice Beiter, Kyle Bottorff, William Campbell, Dane Hendrix, Lori Hill, Alice Moore, Bob Resch, Julie Rosario, Kim Schmidt, Justin Thomas, and Rich Vindler

**Board members Absent** – Lisa Schill

**Community members / guests present** – Mike Beiter, Jim Carter, Polly Carter, Andrea Gilde, Jean Hulse-Hayman, Dale Hayman, John Murray, Art Wood.

**Pledge of Allegiance**

The meeting was called to order at 6:30 pm by Janice Beiter, President, who then led the Pledge of Allegiance.

**Date of Approval and Distribution of Minutes Report (Kyle Bottorff)**

The minutes from the Board Meeting held October 17, 2023, were approved by the Board, and were distributed on November 1<sup>st</sup>. The minutes were posted on the CICA web site on November 3<sup>d</sup> and were posted on the harbor bulletin board on November 10<sup>th</sup>.

**\*Approval of Agenda (Janice Beiter)**

The agenda was approved as presented by a hand vote.

**President's Report (Janice Beiter)**

**10/18** - Chesapeake Isle email received an email from a resident requesting that a strongly worded notice go out to the community regarding dog droppings not being picked up either in the road or the grass areas. Diana Hawley added a section to the Hot Topic 10/22 Cleanup Day email and in our response to his email, we told him that we would add a blurb to our upcoming Winter newsletter. They also requested that if a speed sign goes up on Rolling near Cliffview, can it be attached to a street sign to avoid another obstacle while cutting the grass. In our response to his email, we told him that we would mention this topic in the President's report and check on status during the Road Committee report at our November Board meeting.

**10/28** – John Murray forwarded an email received from Allison Colden from the Chesapeake Bay Foundation regarding Living Shorelines with several links to information. Dane Hendrix responded to John that we would look into it through the Shoreline Erosion Committee. John Murray is slated to talk in the community section about his email.

**11/15** – Kyle forwarded an email to the Officers and Justin Thomas (our legal committee rep) from a newer resident regarding a flag containing a political message that they found offensive. We responded and explained that the Board has not historically acted regarding signs of a political nature during election periods.

**11/16** – Andrea Johns called me regarding her contractor's overzealous mowing of the tall grasses down on community property. I forwarded the information to several interested parties, and all agree that it needed to be done anyhow so no harm was done. Thank you for letting us know Andrea!

**\*Treasurer's Report (Andrea Gilde for Dane Hendrix)**

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of October 31, 2023, for the fourth month of the fiscal year which began July 1, 2023.

The October CICA Membership income was \$0.00, and expenses were \$692.62. At the end of October, the checking account balance was \$9,275.22 and the reserve account balance was \$41,796.82. The total for both funds was \$51,072.04.

For the month of October, CM income was \$17,667.40 (includes a \$17,000.00 transfer from the Reserve account), and expenses totaled \$17,731.89 (includes a \$16,990.00 expense for road repair). At the end of October, the CM checking account balance was \$5,641.43. The reserve account balances were;

- Equipment Replacement Fund (Restricted) - \$36,800.00
- Roads and Erosion (Restricted) - \$12,650.00
- Shoreline Erosion (Restricted) - \$104,002.58
- Unrestricted reserve - \$53,798.75

to give a total reserves balance of \$207,251.33 and a total CM assets balance of \$212,892.76.

### **Community Comments**

John Murray asked if there were any questions regarding the Living Shoreline information links that he had forwarded to the Board for consideration regarding controlling erosion along the Harbor shoreline. Rich Vindler and Art Wood (Shoreline Erosion Committee members) thanked John for the information and responded that they had met with the Maryland Department of Natural Resources (DNR) and had been advised that a Living Shoreline would not be an appropriate fit for the harbor shoreline due to the heavy wave action created by the commercial boat traffic on the Elk River. In addition, the cost of a Living Shoreline would be approximately three times more than constructing a stone revetment using rip rap. Note: There are two types of stone revetment. One consists of pilings rip rap on the shore (~\$135/linear foot) and the other involves positioning larger stones in exact positions creating a smooth surface (~\$400-500/linear foot), which requires less maintenance (materials such as logs can get caught up on the rip rap and need to be removed).

### **Committee Reports**

#### **Anchors Aweigh 5K (Andrea Gilde, vacant)**

The Anchors Aweigh 5K will be held on March 23<sup>d</sup>. Andrea is looking to add an additional Committee co-chair to organize volunteers and provide marketing/publicity for the event. Please contact Andrea Gilde at [andreagilde@gmail.com](mailto:andreagilde@gmail.com) if interested.

#### **Architectural Review (ARC) (Mike Beiter)**

Nothing to report.

#### **Beach Committee (Jim Carter)**

The Fall Clean-Up Day was held on Sunday, October 22. It was very well attended with 20 volunteers and a short task list of only seven items which were accomplished before 11:00 am! Due to a rain shower, Thompson's Water Seal was applied to the new benches at the fire pit later in the week. Polly Pyle-Carter stood in for Sue Seeley and provided morning coffee and pastries, and a Sloppy Joe lunch.

On Monday, October 23<sup>d</sup>, Bob Marsh suited up in SCUBA gear and inspected the swim platform screw anchors and remaining underwater hardware for wear and corrosion. All is well and the anchors will remain in place again through this winter. The swim platforms were disconnected and dragged onto the beach. The locations of the anchor chains are marked with green 2-liter floating bottles. Please do not disturb them.

Rich Vindler and Mike Beiter helped move the platforms to their winter homes alongside the Pavilion. Tom Mistysyn pressure washed the platforms, which cleaned up well. After three seasons of use, the carpet covering will need to be replaced in the spring.

On Friday, October 27<sup>th</sup>, Rich Vindler and Jim pulled the swimming area boundary floats and anchors and placed them alongside the swim platforms for winter storage. Jim will replace the anchor anodes and clean the floats before spring.

On November 1<sup>st</sup>, Jim winterized the bath house and pavilion plumbing systems and shut the water off.

Jim installed the plaque recognizing Eric Lapidus' for his Eagle Scout Project (new fire pit and benches).

The Beach is officially closed for the winter.

Julie Rosario requested that a tree be planted at the beach to replace one of the shade trees recently lost during a storm. Jim will investigate replacing the tree. Julie noted that the DNR lists acceptable types of trees for use at this type of location on their website.

#### **CERT Committee (Open)**

Training for the use of the AED is being arranged. Anyone can use the AED. The directions are straightforward and simple.

#### **Community Affairs and Membership (Polly Carter, Kim Vindler, Karen Dryden)**

**COMMUNITY AFFAIRS:** The new resident visits are going well, and the committee is able to reach out and visit the new Chesapeake Isle residents to provide the Chesapeake Isle Guidebook. If a meeting is not possible, the committee will email the resident after 3 attempts to visit.

#### **2022 MEMBERSHIP:**

(306) – Lot Owners have paid their Maintenance Fees in full (includes double lot owners) (95.0%)

Plus (4) Mason Lane Owners

Plus (1) Partial

(214) – Of those paid have joined the CICA (71.1%)

#### **2023 MEMBERSHIP:**

(284) – Lot owners have paid their Maintenance Fees in full (includes double lot owners) (88.2%)

Plus (5) Mason Lane Owner

Plus (1) Partial payments

(198) - Of those paid have joined the CICA (69.3%)

- 2023 Invoices were sent out November 22, 2022
- (50) 2023 2<sup>nd</sup> Invoices were sent out on March 10, 2023
- (34) 2023 3<sup>rd</sup> Invoices were sent out the end of May 2023
- 2024 Invoices will be sent out the end of November 2023

#### **Community Communications (Diana Hawley)**

Since the last Board meeting, the following community communications were completed:

- Website: Janice, Kim Schmidt, and Andrea Gilde completed routine updates. Janice also sent access info to Diana so that she can assist with completing routine website updates as well.

- Entrance Sign: Janice continues to update the sign with information about monthly Board meetings and upcoming events.
- Outgoing Emails: Diana sent the following emails on behalf of the Board since the last Board meeting:
  - A final reminder and details regarding the Community Clean-up Day on October 22 was sent to 433 recipients (CICA distribution list) on October 12, 2023. It also included a reminder to pet owners about cleaning up their dog waste at the harbor, roads, and others' yards.
  - A reminder about the small watercraft removal, the October 28 harbor closure, the Halloween party, and trick-or-treating was sent to 433 recipients (CICA distribution list) on October 24, 2023. A reminder to refer to the Fall newsletter (with a link provided) for important community information was also included.
- Chesapeake Isle Dropbox: Rich Vindler will forward important final shoreline erosion project documents to Janice to upload to Dropbox for historical purposes.
- Emails: Andrea and Diana responded to all incoming emails as appropriate.
- Facebook: While not a Board function, page administrators posted information and monitored and responded to messages as appropriate.

**Community Events (Sue Seeley – Adult Events & Angie Thomas – Children’s Events)**

The Holiday Wine and Cheese event will be held on Saturday, December 2 at the home of Susan and Brian Clare (19 Gull Circle).

**Fourth of July (Diana Hawley & Andrea Gilde)**

Nothing to report.

**General Maintenance / Erosion (Jim Carter & Bill Wood)**

Nothing to report.

**Governing Documents Review Committee (Christine Valuckas)**

Nothing to report.

**Grass Mowing (Vacant, Bob Resch acting chair)**

Nothing to report.

**Harbor (Mike Klinger/Jenn & Joe Greenfield)**

Volunteers Mike Beiter, Rich Vindler, Jim Parrott, Fred Kobylinski and Warren Brown helped pull the moorings in advance of the official day as a precaution in the event of poor weather. Starting the process ahead of time results in more efficient mooring delivery. The mooring delivery and dock pull went well due to great weather and a strong group of volunteers who we cannot thank enough. Jessica Klinger, Karen Dryden, and Lisa Schill prepared and served food to the volunteers, which was greatly appreciated. We had a great season and cannot wait to do it all over again in the coming Spring.

Racks Update: Thanks to all who removed their small craft from the Harbor in a timely manner. There has been some excellent paddling weather recently and appreciate all the hard-core kayakers that had an opportunity to extend their season. We have some minor rack maintenance and vegetation clean up to do, so we ask everyone to remove any remaining kayaks, etc. at the earliest opportunity. We postponed the regularly scheduled harbor clean-up day, so we will be reaching out for volunteers over the next few weeks for help with outstanding task list items. Thanks everyone and please give Joe or Jenn a call with any questions.

A concern was raised regarding unleashed dogs presenting a hazard to small children while running around at the harbor area. The Chesapeake Isle Rules and Regulations state, "Dogs should be attended to properly" and has been interpreted as under the control of the owner as directed by Cecil County Code. The Cecil County Code states that "Dogs shall be kept under restraint or effective control at all times" During the discussion, there was consensus that this phrase means that dogs should readily respond to their owner's commands or be leashed. Kim Schmidt agreed to put a reminder in the winter CICA newsletter.

**History (Bud Godby)**

Nothing to report.

**Legal (Justin Thomas)**

Nothing to report.

**Maintenance Equipment (Jim Carter)**

Nothing to report

**Newsletter (Kim Schmidt)**

The next newsletter is scheduled for publication in January. Please submit information, ads, articles and pictures by January 1, 2024, to Kim Schmidt.

**Nominating (Vicky Garvey)**

Nothing to report.

**Pavilion Rentals (Cindy Mistysyn)**

The pavilion reservation form has been updated. The updated version has been uploaded to the CICA website.

**Roads (Dale Hayman and Jean Hulse-Hayman)**

The committee has addressed the requested speed sign issue on Rolling Avenue adjacent to the Bullwinkle residence at 264 Rolling Avenue. We have confirmed that there is a speed limit sign on a post at the community storage shed. We have also determined that an existing speed limit sign at the corner of Rollins and Rolling is about 5 feet from the edge of the road. Dale and Jean spoke at length with the homeowner. His desire is to place the new speed limit sign in the exact location of an existing reflective post on the CICA ROW which sits less than a foot from the road edge. The property owner told us the reflective post has been in place for 8 years without incident.

The Roads Committee recommend installing the new speed limit sign to replace the current reflective post with the new sign being installed 2 feet from the edge of the road. A speed limit sign is 24 inches wide so there is no room for it any closer to the road. At the distance of 2 feet from the road, the new speed limit sign will be clearly visible, which should serve to slow down motorists as well as alert them to the slight curve in the roadway. The committee will arrange for the installation once guidance is provided by the HOA Board. After some discussion regarding road sign standards and safety, the Board directed the Roads Committee to place the signpost 3-4 feet (not 2 feet) from the side of the road.

A request will be made for the homeowner on the corner of Rollins and Rolling to trim the tree in the ROW in front of their house to improve the sight line for vehicles turning which presents a safety issue.

Other projects The Roads Committee will explore as time and funds allow:

- Paving the intersection of Cliffview and Darrell and Rolling
- Drainage Issue on Pine Lane
- Drainage issues on Mason Lane
- Undergrowth encroaching onto various roads- Mr. Grieco has graciously volunteered to assist the committee with this issue.

### **Shoreline Erosion (Art Wood)**

The Shoreline Erosion Committee worked with EP Howell to file applications for all necessary permits and waivers in the event that the use of revetment at the south end of the harbor shoreline property is recommended. A \$750 permit and waiver preparation fee was paid to the Maryland Department of Environment (MDE) as per the October Board meeting discussion.

### **Old Business**

Dane Hendrix presented a proposal (attached) to move a portion of the reserves to higher interest accounts and Certificates of Deposit (CDs), thus resulting in much higher interest income (thousands of dollars per year), while providing adequate cash flow to serve the needs of CICA. In an emergency, there would be only a small interest penalty for early withdrawal of funds from the CDs. A motion was made to grant permission for the funds to be transferred as proposed and the motion passed.

### **New Business:**

None.

### **Announcement of next Board Meeting:**

The next monthly Board Meeting is scheduled for Tuesday, December 19, 2023, at 6:30 pm.

### **\*Adjournment:**

The meeting was adjourned at 7:49 pm.

Respectfully submitted,  
Kyle Bottorff, CICA Board Secretary

\*Voting Item

### **Record of Motions**

Kim Schmidt moved to approve the agenda.  
Rich Vindler seconded the motion.

Bill Campbell moved to approve treasurer's reports.  
Justin Thomas seconded the motion.

Dane Hendrix moved to approve the plan to move reserve funds to alternate accounts (proposal attached).  
Kim Schmidt seconded the motion.

Dane Hendrix moved to adjourn.  
Justin Thomas seconded the motion.